

Dear Parent

Thank you for your interest in our Kalker Montessori Centre. I have attached a number of documents for your information:

- A copy of the Centre's profile.
- The current Fee Schedule.
- Tour schedule.
- An 'Application for Registration'. This form is for the purpose of applying for a place on the waiting list for the Preschool and Early Learners' Programs.
- The Centre operates in accordance with policies regarding Enrolments, Fees, Inclusion of Children with Additional Needs and Privacy. I have attached copies of the Enrolments Policy Summary, the Fees Policy Summary and the Privacy Policy Collection Statement.

How do I register my child for a place on the waiting list?

- Please read the attached information.
- Complete both pages of the enclosed 'Application for Registration' form. If your child has an additional need please contact the Administrator prior to lodging the application.
- Attach a copy of your child's Birth Certificate or suitable evidence of his/her birth date.
- Enclose a NON –REFUNDABLE \$55.00 (inclusive of GST) Registration Fee. Please make the cheque/money order payable to: Kalker Montessori Centre Ltd.
- Forward the 'Application for Registration' form, the \$55.00 fee and proof of birth date to:

Kalker Montessori Centre
1-3 Estelle St
Bulleen Vic 3105

Please note that:

- Upon acceptance of your application for registration the Centre will forward a letter of acknowledgement of registration and a receipt for the registration fee. Offers of places are sent out in April/May for the year following.
- You are required to notify the Centre in writing of any changes to your address or other relevant information.
- It is highly recommended you attend a tour of the Centre. A number of these are held each term. Please phone the Centre to book into a tour.

Should you have any queries, please do not hesitate to contact me on 9850 3500.

Yours sincerely

Glenda Kett
Administrator

Schedule of Fees 2010

Fees are invoiced at the beginning of each term

<i>Preschool</i>	Full Program			Sessional Program
	1 st year	2 nd year	3 rd year	1 st , 2 nd & 3 rd year
	<i>5 mornings</i>	<i>5 mornings, 2 extended days</i>	<i>5 mornings, 4 extended days</i>	<i>4 afternoons</i>
Term Fee	\$1,600	\$1,965	\$2,160	\$1,105
Annual Fees	See below	See below	See below	See below

<i>Early Learners</i>	Groups A, B, D & E	Group C
	<i>2 sessions per week</i>	<i>1 session per week</i>
Term Fee	\$784 per term	\$392 per term
Annual Fees	See below	See below

Annual Fees

Kalker Montessori Centre (KMC) Membership Fee - Term 1 only

It is a requirement that at least one parent becomes a member of the Kalker Montessori Centre Ltd. and remains a member while their child attends the Centre. The Membership Fee is non-refundable, is payable each calendar year or part thereof and is invoiced in Term 1, per family. **\$27.50 (inc GST)**

Montessori Australia Foundation (MAF) Membership Fee - Term 2 only

Each family is required to be a member of the Montessori Australia Foundation. Membership entitlements include newsletter, colour magazine and other publications. It also allows the Centre to access the Montessori consultants if necessary. This non refundable fee is levied per family in term 2 only. A family with a child in both Preschool & Early Learners will be charged one Preschool amount. **\$36.00 Preschool (inc GST)**
\$18.00 Early Learners (inc GST)

5% Discount for Prepaid Fees

A discount of 5% on Term Fees is available if the total year's fees are fully paid by 15 February 2010.

OTHER GENERAL FEES

1. Late Payment Fee

Fee statements are issued at the beginning of each of the four terms. Fees are payable within 14 days of the date of issue. Fees paid after this date may be subject to a late payment fee. **\$40 (incl. GST)**

2. Registration Fee

A fee associated with the registration of a child, i.e. the child's name is placed on the waiting list for a place in the preschool program, with the option of also being placed on the Early Learners' waiting list. This fee is non-refundable and does not guarantee a place at the Centre. **\$55 (incl. GST)**

3. Late Collection Fee

As per the Delivery & Collection of Children Policy, if a child is collected late on more than one occasion without there being extenuating circumstances a Late Collection Fee may be charged. The fee is calculated as follows:

- The child is collected between 15 and 30 minutes late. The fee will be based on \$5.00 for every 10 minutes, or part thereof, from the conclusion of the program.
- The child is collected over 30 minutes late. The fee will be based on \$5.00 for every 10 minutes, or part thereof, for the first 30 minutes from the conclusion of the program and then \$10.00 for every 10 minutes or part thereof, after that.

ENROLMENT APPLICATION FEES (Paid When a Place is Offered)

Please note that a Bond for Preschool or an Early Learners' Deposit for Early Learners is payable when an enrolment application is made i.e. when a place is offered by the Centre. Please refer to the Enrolments Policy Summary and Fees Policy Summary.

Kalker Montessori Centre Ltd

	SIB / EL
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Application for Registration (for Preschool & Early Learners)

Details of the child - Child's Family Name: _____

Given Names: _____

Date of Birth: ___/___/___ Male: Female:

Details of Mother / Guardian - Name: _____

Address: _____

_____ Postcode: _____

Phone: [Home] _____ [Work] _____ [Mobile] _____

Details of Father / Guardian - Name: _____

Address: _____

_____ Postcode: _____

Phone: [Home] _____ [Work] _____ [Mobile] _____

Sibling/s previously at this Centre: _____ **Years attended:** _____

Please turn over

Office Use Only

Reg'n Fee	Rec No	Date Received	Birth Cert	EL Year	PS Year
\$					

Offer Details

Date Sent	Reply By Date	Reply Received Date	Waiting List Letter

Confirmation Details

Date Sent	Waiting List	Bond Amount Paid	Invoice/Receipt No.
	Full Prog / Sess Prog	\$	

Cancellation Details

Date Received	Reply Date

Interview: ___/___/___ _____ am/pm

Attended: Yes / No

Contact/Comments

Language(s) spoken at home:

Do you currently have any concerns regarding your child's developmental progress? Yes No

If yes please specify: _____

Does your child need specific support with any areas of development e.g. speech, hearing, mobility/movement/motor coordination? Yes No

If yes please specify: _____

Does your child suffer from any food or environmental allergies? Yes No

If yes please specify: _____

Is your child registered with or enrolled in a specific support agency? Yes No

Name of Agency: _____ Contact: _____ Phone: _____

How did you first become aware of the Kalker Montessori Centre? _____

Signed: _____
Parent/Guardian

Dated: ___/___/___

Before lodging this form, please ensure you have:

1. Completed both pages of the form.
2. Attached a copy of proof of birth date.
3. Attached the non-refundable \$55.00 Registration Fee, or completed the Credit Card details slip below.

Once completed post to:

Kalker Montessori Centre Ltd
1 - 3 Estelle St
BULLEEN VIC 3105

Kalker Montessori Centre Ltd ABN: 51 005 405 470 phone: 9850 3500

Credit Card Details: VISA Mastercard

Card Number: ___/___/___/___ Expiry Date: ___/___ Amount Paid: \$55.00

Name on Card: _____ Signature: _____

ENROLMENT POLICY SUMMARY (As at 1/9/08)

Copy of complete Enrolment Policy

If you require a copy of the complete Enrolment Policy please contact the Administrator.

Appropriate Age

For a child to register, enrol and attend a Preschool program, the child must turn 3 years of age by 30th April in the year they commence in the Preschool program.

For a child to register and enrol in an Early Learners' program, the child must turn 2 years of age by 30th April in the year they are to commence in the Early Learners' program. They must, however, turn 2¹/₄ years of age before commencing in the program itself.

Registration Procedure

An 'Application for Registration' is an application for a place on the waiting list for a child to attend a Preschool program and an Early Learners' program and will be accepted from parents/guardians from the birth of the child.

It should be noted that participation in the Early Learners' program is optional. The Centre highly recommends that children participate in the Early Learners' program as it provides a valuable foundation to the Preschool program. Early Learners' participants receive priority over other registered children in the allocation of Preschool places, provided they have completed at least two terms in the Early Learners' program.

A separate Application for Registration Form must be completed for each child. No automatic entry is given to siblings. Parents/guardians are advised to register all subsequent children as soon as possible.

A copy of the child's birth certificate must accompany the Application for Registration Form.

Admission to the Early Learners' program does not guarantee admission to the Preschool program.

Unless a change of address is notified, any offer of place will be sent to the address on the Application for Registration Form. A place offered and not accepted within fourteen days of the offer may be lost.

To facilitate the inclusion of all children into the education program Registration Forms should clearly identify any additional or specific needs of the child.

An Application for Registration Form submitted for a child with additional needs is considered on an individual basis in accordance with the Centre's Policy on the Inclusion of Children with Additional Needs. A copy of this policy is available on request.

Offer, Allocation & Confirmation of a place is subject to no outstanding family debts

Where a family owes any amount of money to the Centre, no further placements in a program will be provided to any child in the family, until all outstanding monies are paid or a payment plan signed by both the parents/guardians and the Centre is implemented.

Any offer, allocation or confirmation of a future place at the Centre for any child of a family, is made subject to the family having no outstanding debts to the Centre, either at or after the time of offer, allocation or confirmation of a place.

Should a family at any time have an outstanding debt to the Centre, the Committee may decide to withdraw and cancel any offer, allocation or confirmation of a place for any child in the family. This withdrawal may be actioned up until a child commences in the program. The place will be offered to the next person on the waiting list. The child's name will be removed from the waiting list until such time as the debt is repaid or an agreed payment plan is implemented. No future offers will be made to any child in the family until the unpaid amount is fully paid or a payment plan signed by both parties is implemented. Should the debt be repaid or an agreed payment plan implemented, the child's name will be returned to the waiting list using the original priority number. (Refer also Fees Policy 7.11)

Selection Criteria

The Committee of Management reserves the right to interview each registered child accompanied by at least one parent or guardian.

The Committee of Management reserves the right to take into account when allocating places the age and gender balance of the groups, the additional needs of individual children and Government funding.

The order of priority for offers of place in the Preschool program is: (1) Early Learner children who are siblings of children who are currently enrolled in and intend to complete, or who have previously completed a 2 year (or optional 3 year) Preschool program, provided they have been registered for at least twelve months prior to the first round offer of places; (2) children who are currently enrolled in the Early Learners' Program provided such children have attended Early Learners' program for a minimum of two terms; (3) children not in Early Learners who are siblings of children who are currently enrolled in and intend to complete, or who have previously completed a 2 year (or optional 3 year) Preschool program, provided they have been registered for at least twelve months prior to the first round offer of places; and (4) registered children on the waiting list as per the chronological order of registration.

The order of priority for offers of place in the Early Learners' program is: (1) siblings of children who are currently enrolled in and intend to complete, or who have previously completed a 2 year (or optional 3 year) Preschool program, provided they have been registered for at least twelve months prior to the first round offer of places; and (2) registered children on the waiting list as per the chronological order of registration.

Offer of Place

Places will be offered to registered children in accordance with the selection criteria above.

An offer of a place in the Preschool program is an offer of a place in the program for two years with the option of a third year. An offer made after the commencement of the school year is an offer of place to the end of Term 4 in the 2nd or 3rd year of attending the Preschool.

An offer of a place in the Early Learners' program is an offer of a place in the program for 1 year. An offer made after the commencement of the school year is an offer of place to the end of Term 4 in the year of attendance.

In the event that a child is offered a place at the Centre, at least one parent or guardian of the child must become a member of the Kalker Montessori Centre Ltd. A place for the child is only available while at least one parent remains a member.

Parents/guardians seeking enrolment of their child in a program must return completed Enrolment Application Forms and relevant fees by the due date as indicated on the offer of place documents. **Forms returned after the due date will lose their order of priority.**

Allocation of Places

Places will be allocated, in accordance with the selection criteria of the policy, to children for whom Enrolment Application Forms and fees have been returned to the Centre, by the due date.

Applicants who have been unsuccessful will be informed in writing and their payments (excluding the registration fee) will be refunded. These applicants will remain on the waiting list.

Parents/guardians who do not wish to accept the offer of a place, or who cancel their enrolment (up to the commencement of Term 1 in the year of enrolment), will be required to notify the Committee in writing as soon as possible. Cancellation fees apply as stated in the Fees Policy.

Allocation within Groups - Preschool

Where the Centre provides more than one program group, places within the groups will be allocated in accordance with criteria of age and gender balance and the needs of individual children. In the interests of individual child development and at the discretion of the Principal, siblings may be allocated separate groups within the Preschool. Due to circumstances beyond its control, the Centre cannot guarantee the class age and gender balance from year to year.

Transfer Between Preschool Groups

The opportunity for a child enrolled in a Preschool program to transfer from Sessional to Full Program (and vice versa) is very limited. Parents/guardians are advised prior to accepting a Sessional/Full Program place that there is no guarantee that a Full/Sessional program place for their child to transfer to will be available at a later date. Any transfer will be on the recommendation of the Principal following consultation with program staff and be subject to an interview of the child and parents/guardians.

Montessori Preschool Full Program – Extended Day

Enrolment in the Full Program includes a commitment by the parents/guardians that the child, will, when the Director determines the child is ready, participate in the Extended Day part of the program. The graduation in hours of tuition for children in the Full Program is: 1st year (ie first 4 terms of enrolment) – 5 mornings (15 hours); 2nd year – 5 mornings and 2 afternoons (20 hours); 3rd year – 5 mornings 2 or 4 afternoons (20-25 hours).

Readiness for Extended Day includes:

- Emotional Readiness – being able to delay one's own needs and recognise the function of the group;
- Physical Readiness – having the health, stamina and ability to sustain a degree of awareness for the extended time;
- Acquisition of Sound Work Habits – being able to concentrate for longer periods and to show an interest in various areas of the environment.

Other Matters - Preschool

It is expected that a child commencing in the Preschool is toilet trained or well on the way to being toilet trained.

Each child who has been allocated a place in the Preschool program is required to attend an interview/orientation session accompanied by at least one parent/guardian with the Director of the Program groups prior to commencing in the preschool.

Allocation within Groups – Early Learners

Places within the groups will be allocated in accordance with criteria of age and gender balance and the needs of individual children. Due to circumstances beyond its control, the Centre cannot guarantee the class age and gender balance from year to year.

Other Matters – Early Learners

A parent/guardian of a child who has been allocated a place in the Early Learners' program is required to attend an orientation session with the Director of the Program prior to the child commencing in the program.

Expulsion of Children

The Kalker Montessori Centre Limited reserves the right to exclude any child from the school at any time, whether entirely or for such period or periods as may be considered appropriate. Parents whose children are involved in the exercise of this power may approach the Committee of Management of the Kalker Montessori Centre Limited in accordance with the Articles of Association.

FEES POLICY SUMMARY (As at 17/11/09)

Copy of complete Fees Policy

If you require a copy of the complete Fees Policy please contact the Administrator.

Why fees are necessary

The Department of Education & Early Childhood Development (DEECD) provides per capita funding for four year olds, as a contribution towards the cost of operating the preschool. There is no funding for three year olds or for the Early Learners' program. The service itself is responsible for all operational costs.

Fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable preschool.

Parents/guardians need to be aware that the Centre is a non-profit organisation and relies on prompt payment of fees to meet costs. All parents/guardians must pay fees; the Centre has the discretion to withdraw service for non-payment of fees.

Fee Structure

This is set out in the attached Fee Schedule.

Bonds

In the event that a child is offered a place at the school, a bond must be paid in respect of such child, within fourteen days of the posting of the notice that a place is offered for such child. The payment of a bond shall, once the Centre confirms a preschool place, secure the place for the child. The bond is held by the Centre, for the duration of the child's preschool education at the Centre. The amount of the bond shall be the equivalent of one term's first year fees, as set by the Committee of Management. The bond will be offset against final term tuition fees where the child in respect of whom the bond has been paid has completed the two (or optional three) year preschool program.

In circumstances where a child is withdrawn from the program prior to the completion of the two years, or the optional third year if the child has commenced this optional year, the bond monies, otherwise payable, will **not** be returned. This is to offset the financial loss incurred by the Centre.

Early Learners' Deposit

An Early Learners' Deposit, currently \$400.00 but subject to alteration, shall, once the Centre confirms an Early Learners' place, secure the place for the child. The payment must accompany the completed enrolment application forms. The amount will be offset against the first term's fees. In the event of cancellation of place the Early Learners' Deposit will be offset against the cancellation fee.

Holding Fees

To commence in the preschool program a child must turn 3 years of age by 30 April in the year of commencement in the program. To commence in the Early Learners' program a child must turn 2 years of age by 30 April in the year of commencement, but be 2¹/₄ years old before commencing in the program itself. If a place is offered for a child to start attending the preschool later than the end of Term 1 in any year but not later than the end of April, a holding fee for Term 1 is payable to reserve a place for such a child. The same applies to an Early Learners' child offered a place to start attending later than the end of Term 2 but not later than the end of July. The holding fee is currently fixed at half of one term's first year fees, charged each term until the commencement of the child at the Centre for whom the place is held.

Cancellation Fees

In the event of cancellation of a place, a fee of:

- In the case of an Early Learners' place - \$220 (incl. GST) is payable if notice, in writing, is received *before* the commencement of the school year.
- In the case of a Preschool program place - \$500 (incl. GST) is payable if notice, in writing, is received *before* the commencement of the school year.

Notification that a child will not be attending, which is received after the commencement of Term 1 in the relevant year will be regarded as a withdrawal. See 'Notice of Withdrawal' below.

Notice of Withdrawal

If there is any likelihood that your child will not complete the two year preschool program, or Early Learners' program, we urge you to discuss your circumstances with the Administrator as early as possible. At least one term's notice in writing to the Administrator must be given before any child is withdrawn from a program. Term fees are payable in respect of any term during or at the end of such notice of 60 days expires, even if the child does not attend the Centre.

If a preschool child is withdrawn from the program prematurely (that is prior to the completion of the two years or optional third year) the bond monies will **not** be returned. This is to off-set the financial loss incurred by the Centre.

KMC Limited by Guarantee

The Kalker Montessori Centre is a company limited by guarantee. Under the Memorandum and Articles of Association each member undertakes to contribute to the assets of the company in the event of the same being wound up during the time that he/she is a member or **within one year after he/she ceases to be a member** such amount as may be required not exceeding \$50.00.

Payment of Accounts

Fees will be invoiced to families directly at the commencement of each term, giving 14 days for payment. Fees must be paid by the date indicated on the invoice. If parents/guardians are experiencing financial hardship, they should contact the Administrator to discuss payment options.

Outstanding Family Debts

Where a family owes any amount of money to the Centre, no further placements in a program will be provided to any child in the family, until all outstanding monies are paid or a payment plan signed by both the parents/guardians and the Centre is implemented. Any offer, allocation or confirmation of a place is made subject to the family having no outstanding debt either at the time or in the future. If a family does have a debt at any time the Committee may decide to withdraw any offer, allocation or confirmation of a place. (Refer to the Enrolment Policy Summary).

Method of Payment

Payments should be made by either: cheque, made payable to the Kalker Montessori Centre Ltd, direct deposit to the Centre's bank account; EFTPOS – cheque or savings account; credit card – Mastercard or VISA; or by cash. The completed payment slip, with the cheque attached if applicable, should be either: handed to the Administrator; left in the locked letter box at the main gate of the Centre; or posted to the Centre. Cash payments must accompany the payment slip and can only be accepted by administrative staff. A receipt will be issued immediately.

Late Payment of Fees Procedure

If fees are not paid by the due date, the Administrator will:

- Step 1 Issue a reminder notice stating fees are overdue, giving 10 working days for payment and advising that if the fees are not paid by this date a late payment fee of \$40.00 will be implemented.
- Step 2 Follow up the reminder with a telephone call before the expiry date of the reminder notice. If the family is having difficulty paying a meeting can be arranged to discuss alternate payment options and to develop an agreed payment plan.
- Step 3 If payment has not been received or an agreed payment plan has not been drawn up the Administrator will add the late payment fee to the invoice and refer the case to the Committee who will issue a second and final demand for full payment within 10 working days. They will notify the family that if full payment is not made there will no longer be a place available at the Centre for the child.

If the payment plan drawn up and signed by both parties is not adhered to, the follow-up process will commence at step two. The Committee reserves the right to take action to recover debts owing to the Centre. Any charges incurred in this process will be passed on to the parent/guardian.

If a family receives two second and final demands for fees, the Committee may decide to advise that all future payments must be made by the original due date or the child's place will be cancelled from that due date.

Refund of Fees

Fees are not refundable under any circumstances.

Child Absence

Fees are still required to maintain a place if the child is absent for any reason, including holidays and illness.

Kalker Montessori Centre Ltd

A.C.N. 005 405 470 A.B.N. 51 005 405 470

1-3 Estelle Street, Bulleen, VIC 3105

Tel (03) 9850 3500 Fax. (03) 9850 1114

Privacy Policy (Appendix 1) - Collection Statement

We believe your privacy is important. Accordingly we have put in place a Privacy Policy which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. A copy of this policy is located in the 'KMC Policy and Procedure Manual' at each classroom entrance. It is also available on request.

Our Centre is, in some of its activities, bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.

If you are unsure about this, please contact the KMC President/Secretary.

Purpose for which information is collected

The reasons for which we generally collect personal information are:

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service, to manage the registration process and generally to manage and administer the services as we are required.
Committee members	For the management of the service by the Committee.
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be; To administer the individuals employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Disclosure of personal information, including health information

We may disclose some personal information, including health information, held about an individual to:

- Government departments or agencies as part of our legal and funding obligations;
- Local Government in relation to enrolment details for planning purposes;
- Organisations providing services related to employee entitlements and employment;
- Anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The Children's Services Regulations 1998, Children's Services Act 1996, Incorporations Act 1981 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at the Centre;
- An employee's employment;
- The Committee's ability to function as a company limited by guarantee.

Access to information

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy Policy, which is available on request.

For information on the Privacy Policy please contact the President or Secretary of Kalker Montessori Centre in writing.